

DRAFT

**Arriba Town Hall
711 Front Street
Arriba CO 80804
TOWN OF ARRIBA
BOARD OF TRUSTEES MEETING
Monday, August 8, 2016**

Call to Order Mayor Alex Flores called the meeting to order at 7:30. Roll call for the Arriba Town Board was read and those answering were Lindsey Michal, Leigh Anna Andersen, Tom Rush and Bob Rush. Troy McCue arrived a bit late.

Pledge of Allegiance was led by Trustee Leigh Anna Andersen.

Public Audience included: Jody Schifferns, Ted Grundmeier, Ed E Schifferns, Marcella Flores, Jeff Fike, Jerry Norris, Doug Reisman, Michael Shirley, Jay Spurling, Vicki Wells, Diane Halsey, Colleen Luft, Deanette and Tom Knight.

Ed E. Schifferns said that Mike Becker was doing a great job as the new maintenance man.

Colleen Luft said that the Board was doing a good job.

Jody Schifferns said that Mike Becker was doing a good job. She said that there have been 11 confirmed shooting of cows around Hugo, they seem to be around roads 109, 33 and 34. The sheriff's department is asking everyone to report any suspicious cars or behavior.

Doug Reisman said that the public is allowed to talk for 5 minutes on anything they want- but there is nothing anywhere that says the Board has to respond or answer questions the public may have, he asked how does the public get a response or answer from the Board. Mayor Flores asked the Board how they wanted to handle questions from the public. Trustee Bob Rush said his thoughts were that if it was a quick answer to answer it then and there- but if it is something that takes a lot of discussion to put it on the agenda for the next meeting.

Vicki Wells asked how does the public get something on the meeting Agenda. Mayor Flores said that any Board member can put anything on the Agenda, the public can reach out to a Board member and talk to them about having their item put on the Agenda.

Jerry Norris said he thought that if somebody wanted to tell or ask the Board something it should be done in writing and the Board could respond in writing back.

Ted Grundmeier said that his street light was working, he thanked Josie Hart for calling it in to KC Electric.

Jeff Fike said he wanted to talk about water, water, and water. He understands that the Town is still on the hook for about \$600,000 for the water system. Mayor Flores said yes, the Town is still paying on the loan.

Jeff Fike said and it leaks, does it have any security on it? And the biggest question- it was his understanding that there are like 5 or 6 fire hydrants that are not working. He said that having those working is pretty important- especially for insurance purposes, and the leak that the Town has. He said that if the Town does need help with that there is money available from the Colorado Board of Water Conservation, he said it is designed for municipalities that have trouble with their water or sewer system, but you have to have a water conservation plan, and they had asked if the Town has one and he'd said he didn't know, maybe the town had to have one for the new water system.

Mayor Flores said he didn't think the Town had a Water Conservation Plan. Trustee Bob Rush agreed.

Jeff Fike said there is money available for that and if the Town does not have a Water Conservation Plan then there may be some money available from DOLA. He said this brings him to his next item which is communication, he said we've talked about publishing things in the newspaper, we've talked tonight about getting the word out and answering questions, he said he thought he had a solution for the Town, nobody wants to publish in the paper- evidently that's too expensive, he said here's my 3 water bills for my 3 properties, every one of them gets their own stamp, and I'm pretty sure Troy McCue get a stack of them and a lot of people who own multiple properties do, but why not do something as simple as a single sheet of paper with news, notices and so forth with the water bill attached. It would go to everybody in Town, and it would save the Town some money, the paper and envelope will cost less than the extra stamps. The Town could get the word out that way to everyone that has a water tap in Arriba. He said the water system really needs to be taken seriously. If there's a big leak where is it? And if it's not coming up its going down and the Town is going to end up with sink holes.

Jay Spurling said that he has a background in construction so if the Town needs help with the water system to let him know, he will do what he can.

Approval of Agenda Clerk Hart asked if the Board wanted to add Mobile Home Application to the Agenda. Trustee Bob Rush said it should be added to the Agenda.

Trustee Bob Rush moved to approve the agenda as amended. Trustee Michal seconded and the motion passed unanimously.

Approval of Minutes Trustee McCue moved to approve the minutes from the July 11 regular meeting as written. Trustee Andersen seconded and the motion passed unanimously.

Approval of Account Receivable and Payable

Trustee McCue moved to approve the Receivables and Payables for July. Trustee Andersen seconded and the motion passed unanimously.

Approval of Bills

Trustee Michal moved to approve the August bills for payment. Trustee Andersen seconded and the motion passed unanimously.

Trustee Resignation Trustee Keith Hughes had given his resignation verbally at the last meeting. Clerk Hart said that to stay within the 60 day deadline of appointing someone to his seat the Board should have an action meeting at the end of August. Mayor Flores said the vacancy should be advertised. Ted Grundmeier asked if the Board was obligated to appoint someone who ran in the April 2016 election. Trustee McCue said if they did that Jody Schifferns would be next in line. Trustee Tom Rush said the Board was not obligated to do that. He said he wanted to interview people for the vacant seat. Trustee Bob Rush agreed saying that the Board could have a public interview of candidates interested in being on the Board.

Trustee Bob Rush moved to have an action meeting on Monday, August 22nd at 7:00pm at the Town Hall to interview potential candidates to fill the vacant Board position. Trustee Michal seconded and the motion passed unanimously.

Personnel Policies Clerk Hart said that there is nothing in the personnel policies right now that addresses employee retirement. The Board discussed wording for a retirement section and to make changes to the sick leave section.

It was mentioned that no one has had any luck finding a company to go through for a retirement fund since most companies don't want to have a retirement fund for just one employee. Trustee Michal suggested adding the Town's employee in with another town's retirement group. Clerk Hart said she would look into this.

Trustee Michal said that she did go ahead and get the drug testing started through ToxMed. It will cost the Town \$45 for each test. Mike Becker and Josie Hart had both gone down to have a drug test done. From now on both employees will be part of a group and will be randomly drawn to have a drug test done. Trustee Michal said they will have to go down to Hugo within 24 hours after they are called to have a drug test. Trustee Michal said that a Board member should go down with them or meet them at the Lincoln County Hospital for the testing. It was questioned if it was really necessary for a Board member to be present for a random drug test. Trustee Michal said that the lady running

the drug testing highly recommended a Board member accompanying the employee down for the drug testing. Trustee Bob Rush said that if there was an accident involving a Town employee then definitely a Board member should accompany the Town employee down to have a drug test.

Trustee McCue moved to make the following changes to the Personnel Policies and Procedures:

In 4.3 add 'If employ is terminated sick leave is not paid out'. Remove 'Sick leave not taken will be paid out at the end of the year'.

Add 4.5 'Retirement: the Town will match up to \$75 a paycheck, employee is welcome to the part they contribute but the portion the Town contributes is not rolled over into their retirement fund until a minimum of 3 years has been marked. If the employee terminates employment or is terminated before the 3 years only what the employee contributed will be paid out'.

Add Drug Testing Policy that was adopted at the last meeting as 7.4.

Trustee Andersen seconded and the motion passed unanimously.

Cell Phone for Maintenance Clerk Hart said that to purchase a basic flip-phone from AT&T the cell phone would cost \$60 and service would cost around \$55 a month. The Board discussed getting a cell phone versus a 2-way radio. A radio would probably work around Town, a base could be kept at Town Hall. Trustee Bob Rush asked what about contacting Mike for emergencies. Trustee Tom Rush said that Mike Becker needed to have a way to call 911, so he was in favor of getting a cell phone. Trustee Bob Rush suggested doing a cost share with Mike so he could use the cell phone for personal use too.

Trustee Michal moved to approve the Town purchasing a basic flip phone for \$60. Mike Becker will pay half of the cell phone bill which will be taken out of his paycheck, and Mike can use the cell phone for personal use. The Town will keep ownership of the phone if Mike quits or is terminated. Trustee McCue seconded the motion and the motion passed unanimously.

Mobile Home Application The Board reviewed the mobile Home Application for 512 Colorado Ave that was submitted by Brandon and Tallara Lane. Monte Rand owns 512 Colorado Ave and had said that the mobile home being removed might be moved to the other side of the property and used for storage, or it might be torn down. The new mobile home is a 1997 model and is only 2 feet wider than the mobile home it is replacing.

Trustee Bob Rush moved to approve the mobile home application. Trustee McCue seconded and the motion passed unanimously.

Surge Protector for Wastewater Plant Trustee Bob Rush said that nobody has gotten back with him on a bid for a surge protector. Trustee Tom Rush said that there is a surge protector out at the wastewater. This item was tabled until the next meeting.

Street Maintenance Clerk Hart said that the Board had approved \$800 to be spent on concrete for 2 spots on Colorado Ave. The Board agreed that Mike Becker should go ahead with this when he can.

Maintenance Mike Becker said he has been busy and learning a lot. He said that him and Trustee Tom Rush switched from the high dollar additive back to just using Clorox from the Flagler Coop for out at the wastewater plant, he said this would probably save the Town \$700. Trustee Tom Rush said that Pat Parker had Okayed the switch. Mike Becker said that the broken water line at the park had gotten fixed.

Mayor Flores asked if the plastic plate for out at the wastewater plant had been found. He explained that this plate slows the water down so it can be treated, he said the water was going through too fast and the Town did get a bad Effluent report not too long ago. Trustee Tom Rush said he couldn't find one anywhere in the shop and would check with Interstate Irrigation on getting a new one. Mayor Flores said that GMS was working on the specifications of the plate. He said that the Town definitely needs to get something put back out there.

Mike Becker said that he did locate both shut off valves to the fire hydrant that is leaking in front of Trustee Bob Rush's house, this way he can just turn off the water on that line if needed instead of shutting a larger portion of the Town off when fixing that leak.

The Board agreed that all of the fire hydrants in Town need to be tested.

Mike Becker asked the Board if the Town could purchase a leaf blower, he said it could be used for a lot of things, one being it would help with cleaning up over at the community building. He said an electric one would cost about \$150 from Flagler Coop. Trustee McCue moved to spend up to \$150 for an appropriate leaf blower. Trustee Andersen seconded and the motion passed unanimously.

Mike Becker said that he has been cleaning the bathrooms in the park and putting tablets in the tanks. Trustee Tom Rush said that the tanks need pumped out. Clerk Hart said that she would call Rob's Septic Service about that. Mike Becker said he had found some drug paraphernalia in the park bathrooms. He said that he had informed the sheriff about it, the sheriff had said to just dispose of it but to let him know immediately if needles or glass pipes were ever found.

Mayor Flores mentioned to Mike Becker that the trees along the truck route might need to be trimmed.

Clerks Report Clerk Hart said that there was a schedule on the Town Hall door showing temporary hours for the week since it is fair, she said there will be temporary hours for

next week too since there are some school activities going on. She asked if she could set up direct deposit for Mike's paychecks. The Board agreed that this was fine.

Treasurer's Report / Bank Statements

Everything looked good on the report.

Trustees Report Trustee Andersen said that she has the Leisure Pines first quarter Quick Reports for anyone that is interested.

Trustee Michal said that there was question on the election between Kay Willoughby and Alex Flores as Mayor, and it was checked on at the State and the same results were filed with the State for Alex Flores as Mayor.

Trustee McCue asked if the Board would allow Austin McCue to address the Board. The Board was fine with this.

Austin McCue said that he would like to thank the Board for letting him keep his 4H steers in Town- tonight is the last night his steers will be staying in Arriba, tomorrow they are going to the county fair. He said he wanted to invite the Board to the show on Thursday and the sale on Friday. The Board told him he had done a very good job at keeping the steers' pen clean. Austin McCue said that the bigger steer would be sold at the fair auction, and the smaller steer will be going to the family ranch to be fattened up.

Trustee Tom Rush said that he would help Mike fix the water leak on Lincoln.

Trustee Bob Rush said that he did some more investigating on the water leak issue, right now the tank is stabilized at 53 pounds of pressure. The only water leak that has been found is the one in front of his house. He said he went back through some well meter readings from January through May of this year and according to those numbers usage from April to May was only 24,000 gallons a day, sewer discharge was around 12,000 gallons a day. He said 12,000 gallons for watering lawns and human consumption wasn't unrealistic. He said that May's usage was 31,000. He said from the end of February until mid-April the Town was only running on one in-town well, the other in-town well had been down. He wondered if the water tank simply got too low and with the increase of spring and summer water usage, higher usage from Prosper Farms, and the broken 2" meter at Tarado the tank just got behind in maintaining the Town, thus needing the out-of-town well to be turned on to build up the pressure in the tank. He said that the tank pressure was in the 30's in June when he turned on the out-of-town well.

He said that the Tarado meter will need to be dug up and replaced. Mike Becker said that there were a few other meters in Town that needed replaced.

Trustee Bob Rush said that things had gotten messed around with at the sewer pond.

Trustee Tom Rush said that he went out to check on things out there and the main breaker was shut off and time clocks were locked out. He said that the wastewater plant is kept locked up. Mike Becker said that the locks had been changed out there.

Trustee Bob Rush mentioned that the only access point for the Town's water tank is a hatch clear at the top that is padlocked off.

It was mentioned that locks might need to be changed at Town Hall and at the chlorine building. Clerk Hart will ask Kenny Mills for an estimate and the Board can discuss this at the action meeting.

LCEDC Report Trustee McCue had a written report for the Board (this report is attached to these minutes.) He said that Economic Development has been very active, he's been working with Maryanne Saffer for Bethel Recreation improvements- they're wanting to put in bathrooms and kitchen facilities. He said that there is a metal building manufacturer that might fit a sight that maybe could develop in Arriba, he said they are looking for rail access. He said this would bring in about 20-30 jobs. He said there was a different metal company that was looking at locating in Flagler. He said that this company brings in metal components and puts together kits.

Trustee McCue explained about a scholarship program for persons wanting to receive education in the medical field.

He said that the Eastern Colorado Bank is sponsoring a full house for everybody at the Lincoln Theater August 19th, 20th and 21st- the new Star Trek movie will be playing and will be free to everyone.

Mayors Report Mayor Flores asked if the action meeting could be moved to the 23rd or the 29th because he has a meeting on the 22nd. The Board agreed to move the action meeting to Monday, August 29th at 7:00pm. Board position interviews / speeches will be limited to 10 minutes.

Adjournment Trustee Michal moved to adjourn the meeting, Trustee Andersen seconded and the motion carried unanimously. Mayor Flores adjourned the meeting at 9:00pm.

Submitted by: Josie Hart, Arriba Town Clerk

Signed by:

Mayor Alex Flores

Approved by the Board on:

Town of Arriba
Board of Trustees Regular Meeting
Monday, August 8, 2016
7:30pm

Sign In Sheet

Vicki Weiss

Jody & Ed Schifferns

Jenny N Norris

~~W D~~

Diane McAlsey

Kel Kishner

Jay Spurling

CLust

Dustan Meloy

Larry Reiser

Maralee Sun

Lincoln County Commissioners

August 5, 2016

Lincoln County EDC Report

- I. **Arriba –**
 - A. 3 business retention visits (Everything Mechanical, Brent Welding & Machine, Legacy Lane Antiques)
 - B. Exploring 3-Phase expansion for east end of town
 - C. Assisting with locating sources of funding for Bethel recreation improvements
 - D. Metal building manufacturer from Missouri lead on Kyle access/frontage
- II. **Genoa-**
 - A. 2 business retention visits to Dry Creek Seed and Jeffy Lube
 - B. Offering assistance for crane company possibly locating to Genoa & access to rail siding
 - C. Ongoing conversations with See Six States, LLC and their newly-acquired tower
- III. **Hugo –**
 - A. 6 business retention visits (C & N Auto, Osborne's Supermarket, Main St. Mama's, Turkey Crossing, The Hugo Inn, Loaf n Jug)
 - B. Managing incoming funds for Country Living Learning Center through Your Community Foundation
 - C. Hugo Inn actively marketing retail space on west end of property –efforts around a pharmacy
 - D. Will attend Hugo Town Board and HIP this month
 - E. Assisted HIP with concessions booth at recent ranch rodeo
- IV. **Limon –**
 - A. 8 business retention visits (Eastern Colorado Bank, Big R, Poudre Bay Capital, Hoffman Drug/True Value, Ace Hardware, TransWest Trucks, Southside & Viaero Wireless)
 - B. 4 active SBDC Clients: #15-016 Family buyout (reactivated project), #15-018 West Limon development, coordinating assistance efforts with subdivision plans and #15-026 Service-based business planning, #15-017 Service-based business payroll tax assistance
 - C. Attended workforce scholarship working meeting in Stratton 8/2
 - D. Eastern Colorado Bank sponsoring full-house for movie 8/19, 8/20, & 8/21
 - E. Attended Heartland Express meeting in Brush
 - F. Assisting Joe Kiely with Kyle RR information for critical freight corridors for federal priority.
- V. **Karval –**
 - A. Working with Jeff Thornton on greenhouse project for community
 - B. Working with Francis Maskus for addition of ADA restrooms to community building, locating funding sources
- VI. **Small Business Development Center (SBDC) Activities**
 - A. Ongoing consulting scope of work
 - B. All-day staff meeting 8/12/16 in Greeley, giving presentation on FTZ
- VII. **We need to consider beginning a vision statement/branding process if we want to pursue initiative in the future.**